



Indiana State

Department of Health

User Manual & Training Series

Assistant Commissioner  
2006 Edition

## What is Grants.Gov?

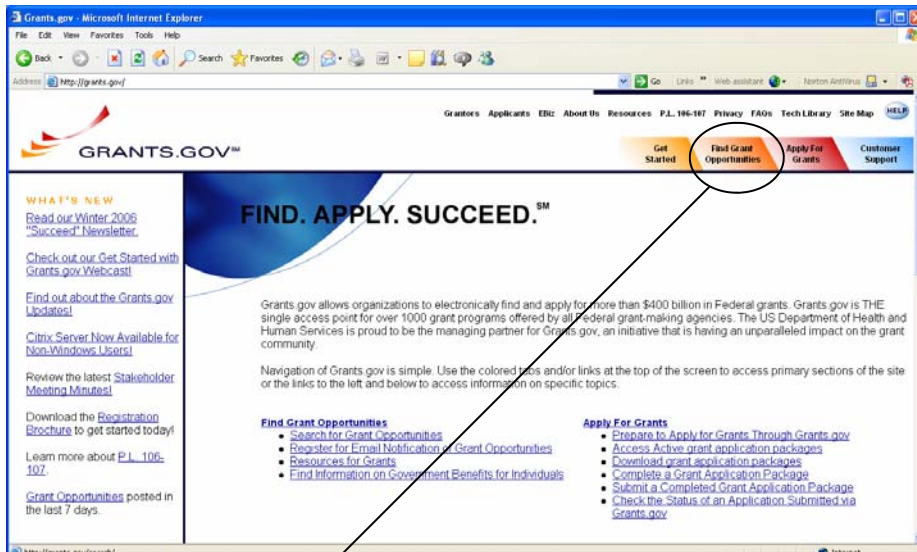
### Grants.Gov:

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- Is a cross-agency initiative spanning 900 grant programs from the 26 grant-making agencies, and over \$350 billion in annual awards
- Is a simple, unified “storefront” for all customers of Federal grants to electronically
  - Find Grant Opportunities
  - Apply for Grants
- Is one of 24 Federal cross-agency E-Government initiatives designed to improve access to services via the Internet
- Part of Public Law 106-107, which sets to streamline grants and grants management within the federal government
- Is managed by the Department of Health and Human Services, the largest provider of Federal grants
- 26 Federal grant-making agencies
- Over 1M potential applicants, applicants, and grantees
- Address essential and forward-looking Federal program objectives
- Provides the ability to search for Federal government-wide grant opportunities
  - In November 2003, the Office of Management and Budget mandated that all agencies post competitive grant opportunities on Grants.gov
  - All 26 Federal grant-making agencies posting opportunities at Grants.gov
- Over 1800 active grant opportunities posted
- Over 1,000,000 email notifications of new grant opportunities sent weekly

## Get Started

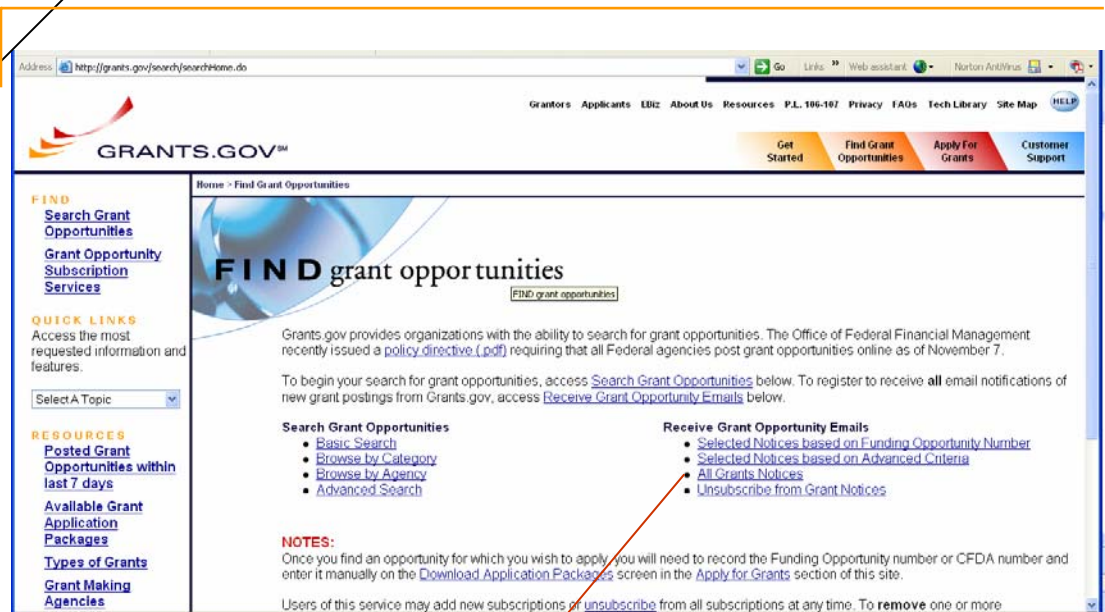


- Find Grant Opportunities
  - Search for available grant opportunities
  - Learn of opportunities from all 26 Federal Agencies daily
  - Register to receive notification of grant opportunities directly to your email account

Log on to  
www.Grants.gov

Look for the **Orange** tab **Find Grant opportunities** in the top right hand corner of the webpage

Select **Find Grant Opportunities**



Notice the Receive Grant Opportunity Emails section on the right of the screen.

Select the third bullet **All Grant Notices**

### Subscription Services

**Disclaimer:** This service is provided for convenience only and does not serve as a guarantee of email notification. This service is ultimately responsible for reviewing the [Grants Opportunities](#) site for all information relevant to grant opportunities.

Your E-mail address: \* (Use full email address in the form of account@mailserver; ex: testacct@aol.com)

\*Required

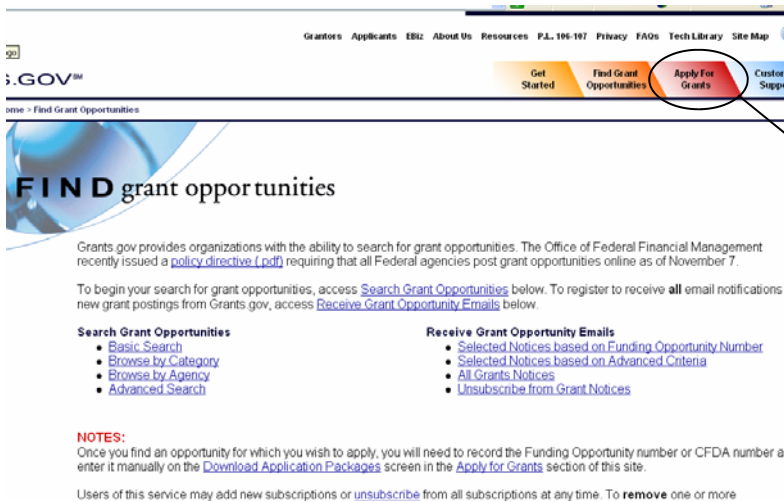
Enter email address in the space provided and select the **Subscribe to Mailing List**

## Apply for Grants

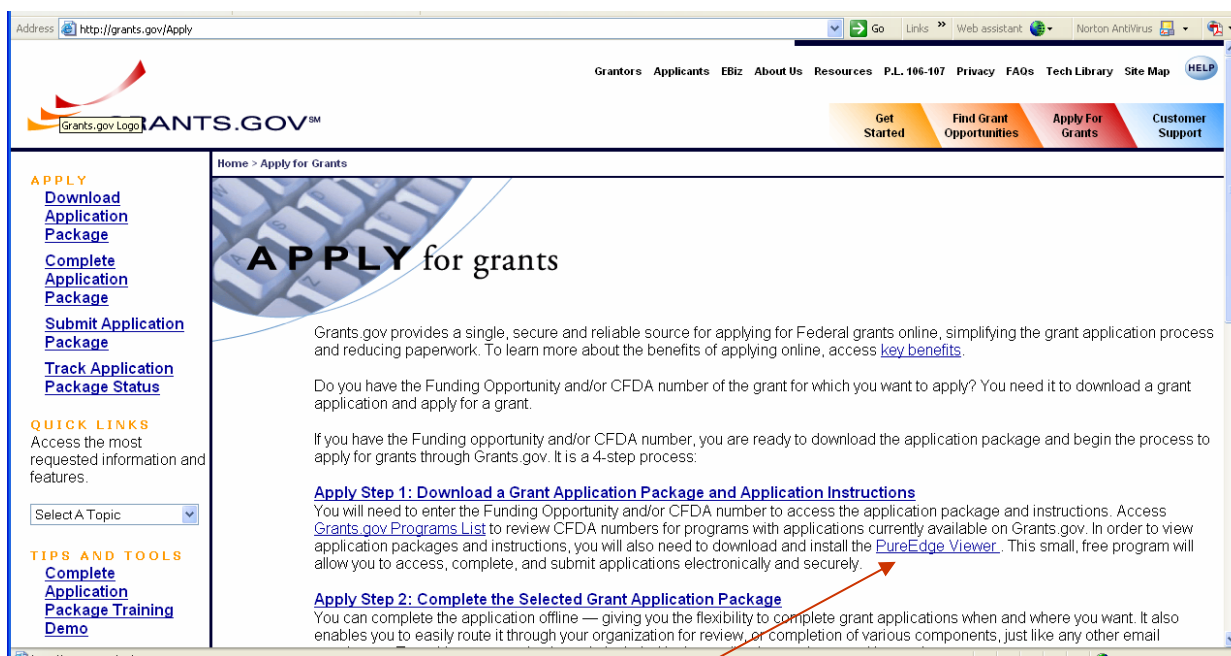
Return to the

[Grant Opportunities Home Page](#)

Then select the red **Apply For Grants** tab in the upper right hand corner



## Download Application



Before you can download applications you will need to install PureEdge Viewer onto your computer. To install this software onto your computer click on the link [PureEdge Viewer](#)

## Install PureEdge Viewer

Grants.gov

Grants Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Tech Library Site Map HELP

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply for Grants > Download Application Viewer

### Download Application Viewer

The PureEdge Viewer is a small, free program which will allow you to access, complete and submit applications electronically and securely on Grants.gov. Grants.gov is currently working with PureEdge to develop a unified download solution. However, temporarily:

All users MUST [download and install the PureEdge Viewer](#). Guidance on this process is available by accessing the "Help" button at the top of the screen or the [Downloading and Installation Tips](#) below.

**System Requirements**

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP  
 500 Mhz processor  
 128 MB of RAM  
 40 MB disk space  
 Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

If you do not have a Windows operating system, you will need to use a Windows Emulation program. Access [Customer Support](#) for more information.

Click on the link [download and install The PureEdge Viewer](#)

To install the required software necessary to view applications on Grants.gov

You will then click the link below

Viewer#download

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP  
 500 Mhz processor  
 128 MB of RAM  
 40 MB disk space  
 Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

If you do not have a Windows operating system, you will need to use a Windows Emulation program. Access [Customer Support](#) for more information.

**Non-Windows Users:** For additional information, please review the [PureEdge Support for Non-Windows Users page](#).

**Downloading and Installation**

For users who plan to access, complete, and submit applications on Grants.gov:

1) To download and install the PureEdge Viewer, access the [PureEdge Viewer](#) link below:  
[http://www.grants.gov/PEViewer/ICSViewer602\\_grants.exe](http://www.grants.gov/PEViewer/ICSViewer602_grants.exe)

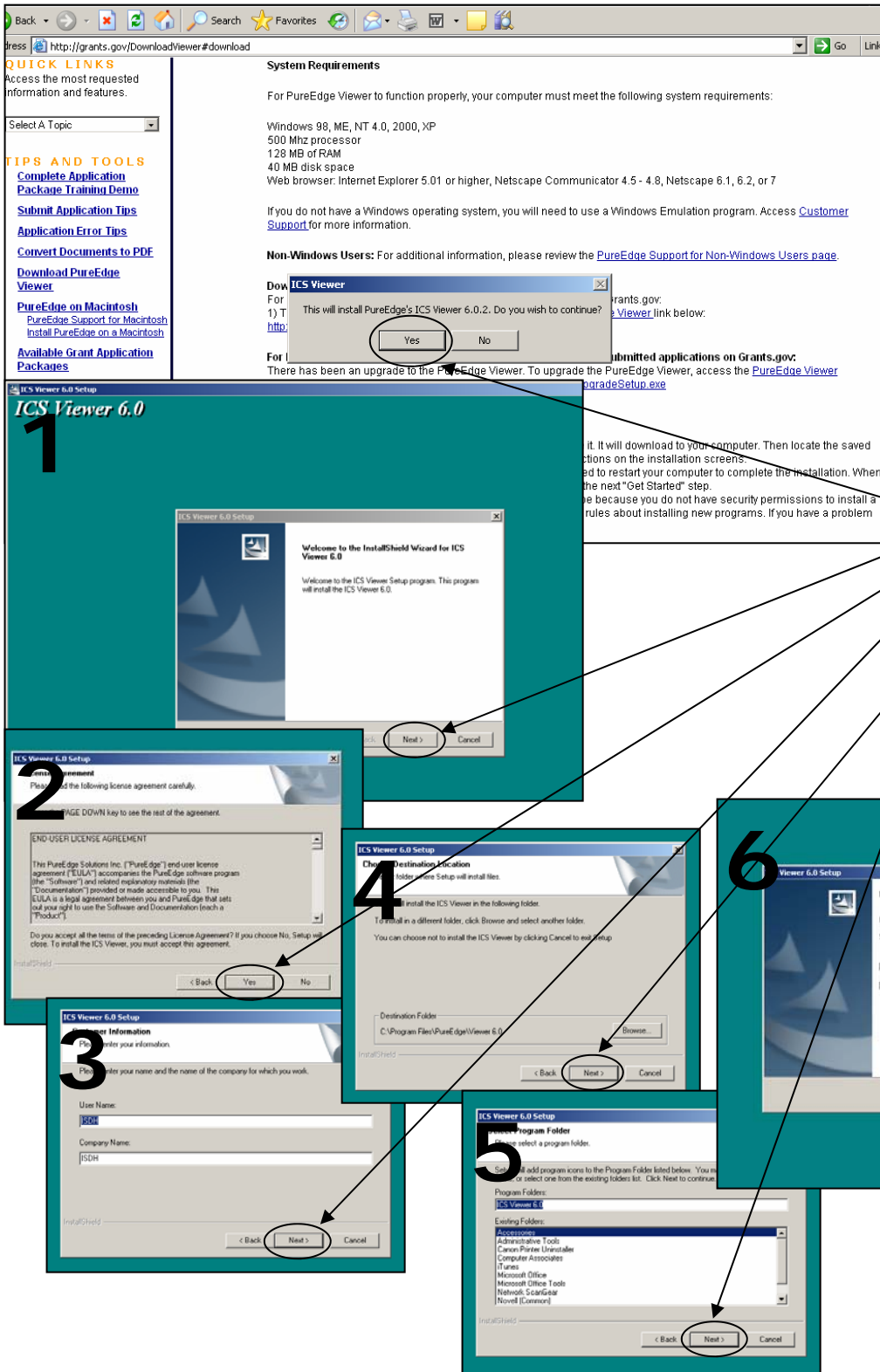
**For Existing Users who have previously accessed, completed, and submitted applications on Grants.gov:**

There has been an upgrade to the PureEdge Viewer. To upgrade the PureEdge Viewer, access the [PureEdge Viewer Upgrade](#) link below: <http://www.grants.gov/PEViewer/PureEdgeUpgradeSetup.exe>

**Download and Installation Tips:**

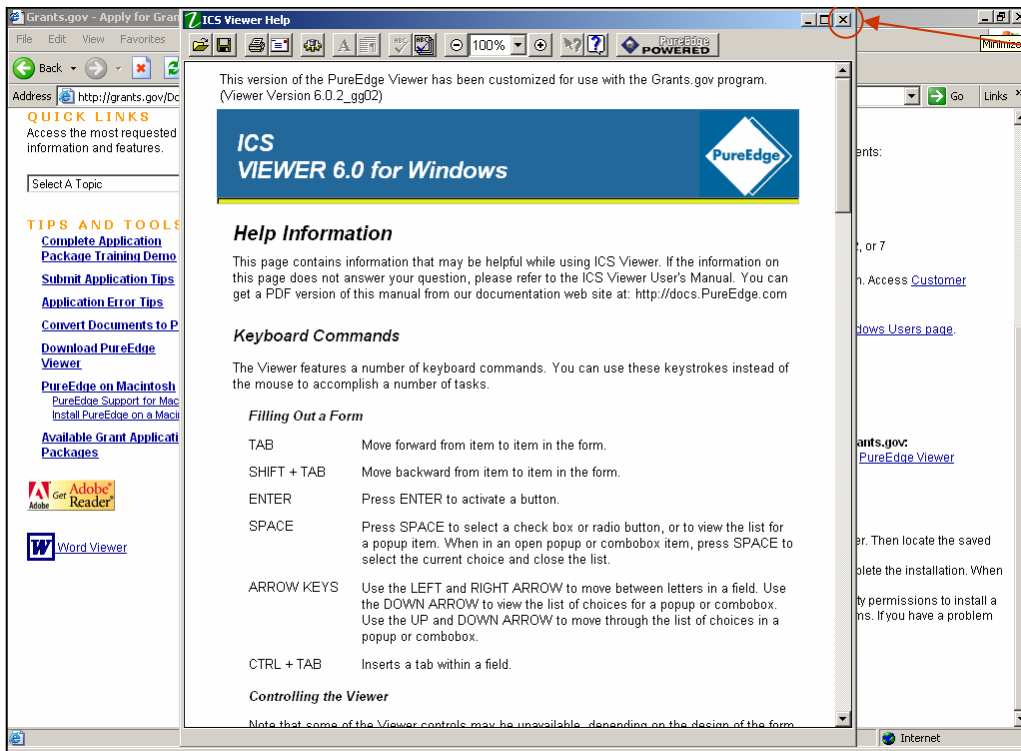
- You will be prompted to save a file to your computer. Save it. It will download to your computer. Then locate the saved file and open it to install the program by following the directions on the installation screens.
- After completing the installation screens, you may be asked to restart your computer to complete the installation. When you restart your computer, you will be ready to proceed to the next "Get Started" step.
- If you have a problem installing PureEdge Viewer, it may be because you do not have security permissions to install a new program on your computer. Many organizations have rules about installing new programs. If you have a problem contact your system administrator.

## Install PureEdge Viewer



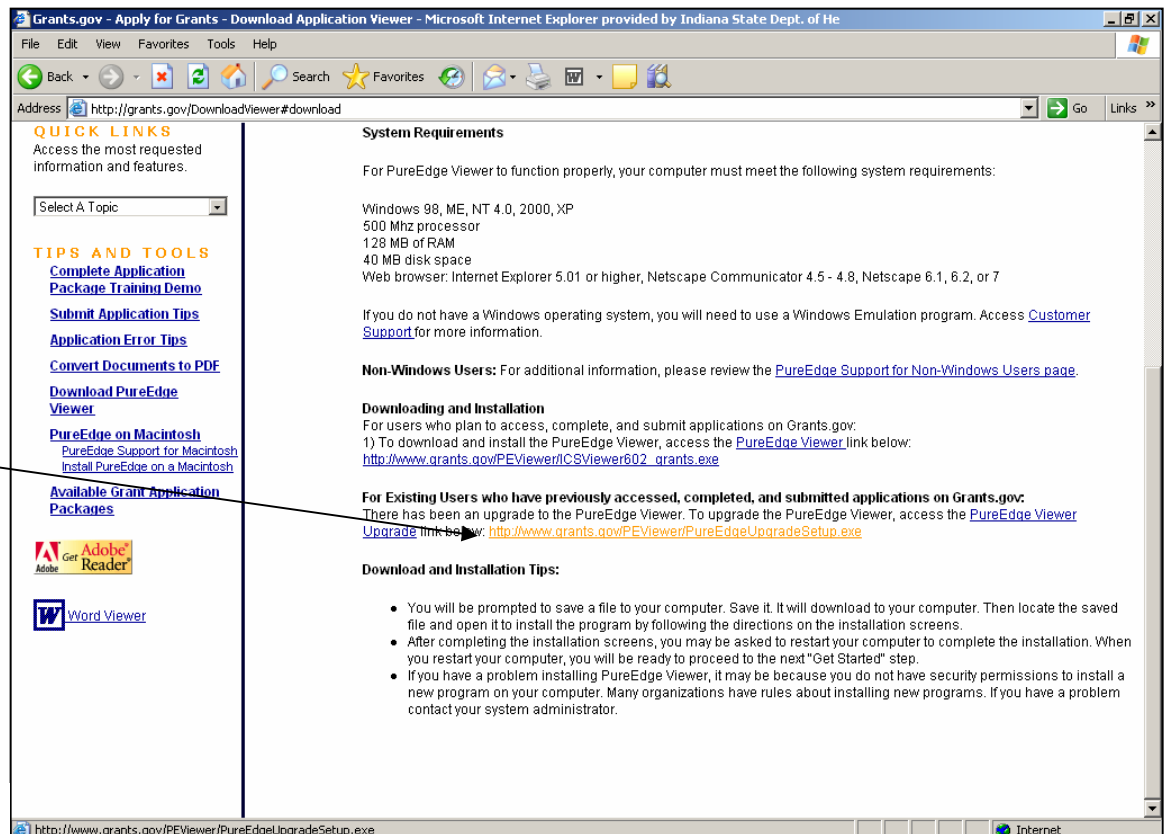
Follow the prompts throughout the next few screens to install version 1 of the PureEdge Viewer

## Install PureEdge Viewer Upgrade



You are now back  
on the Grants.gov  
Red **Apply For**  
**Grants** tab Step 1

Select the second  
**PureEdge**  
**Viewer Upgrade**  
Link to install any  
upgrades and  
patches





## Install PureEdge Viewer Upgrade

Again follow the screen prompts

**1** Grants.gov - Apply for Grants - Download Application Viewer - Microsoft Internet Explorer provided by Indiana State Dept. of He

Address: http://grants.gov/DownloadViewer#download

**QUICK LINKS**  
Access the most requested information and features.

Select A Topic

**TIPS AND TOOLS**  
Complete Application Package Training Demo  
Submit Application Tips  
Application Error Tips  
Convert Documents to PDF  
Download PureEdge Viewer  
PureEdge on Macintosh  
PureEdge Support for Macintosh  
Install PureEdge on a Macintosh  
Available Grant Application Packages

**System Requirements**  
For PureEdge Viewer to function properly, your computer must meet the following system requirements:  
Windows 98, ME, NT 4.0, 2000, XP  
500 Mhz processor  
128 MB of RAM  
40 MB disk space

**File Download - Security Warning**  
Do you want to run or save this file?  
Name: PureEdgeUpgradeSetup.exe  
Type: Application, 2.35 MB  
From: www.grants.gov

Run Save Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk?

**2** Welcome to the InstallShield Wizard for PureEdge Submission Upgrade  
The InstallShield Wizard will install PureEdge Submission Upgrade on your computer. To continue, click Next.

Back Next Cancel

**3** PureEdge Submission Upgrade - InstallShield Wizard  
Customer Information  
Please enter your information.  
Please enter your name and the name of the company for which you work.

Use Name: [JON]  
Company Name: [JEDM]

Back Next Cancel

**4** System Requirements  
For PureEdge Viewer to function properly, your computer must meet the following system requirements:  
Windows 98, ME, NT 4.0, 2000, XP  
500 Mhz processor  
128 MB of RAM  
40 MB disk space

**Ready to Install the Program**  
The wizard is ready to begin installation.  
Click Install to begin the installation.  
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

Back Install Cancel

**5** PureEdge Submission Upgrade - InstallShield Wizard  
InstallShield Wizard Complete  
The InstallShield Wizard has successfully installed PureEdge Submission Upgrade. Click Finish to exit the wizard.

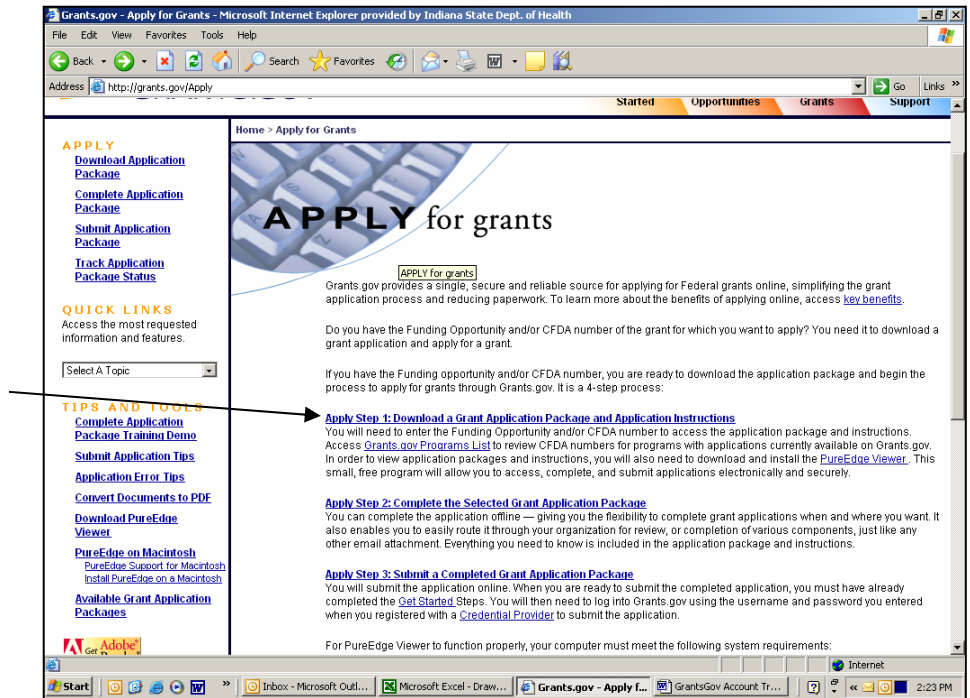
Back Finish Cancel

If you restart your computer, you will be ready to proceed to the next "Get Started" step.  
• If you have a problem installing PureEdge Viewer, it may be because you do not have security permissions to install a new program on your computer. Many organizations have rules about installing new programs. If you have a problem contact your system administrator.

## Apply for Grants

Navigate back to the red **Apply For Grants** tab and begin **Apply Step 1: Download a Grant Application Package and Application Instructions**

Click the Link



### A Quick Review:

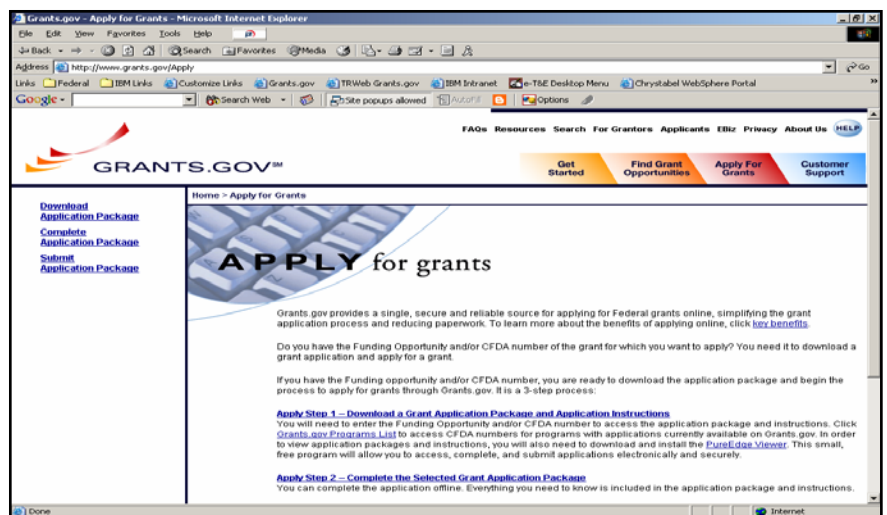
So far you have

1) registered for email notifications of new grant opportunities

and

2) installed The PureEdge Viewer and Viewer Upgrade

## Help is on Every Page



The light blue **Customer Support** tab and oval **Help** bubble both provide answers to frequently asked, contact information and many other useful tools.



## Download Application Package

Grants.gov - Download Application Package - Microsoft Internet Explorer provided by Indiana State Dept. of Health

Address: [https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)

Grants Applicants EBiz About Us Resources P.L. 106-187 Privacy FAQs Tech Library Site Map HELP

**GRANTS.GOV™**

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply > Download Application Package

### Download Application Package

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number OR Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

Download Package

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number. You can also refer to the [Available Grant Application Packages](#) list, which provides information on CFDA Numbers and/or Funding Opportunity Numbers.

APPLY

[Download Application Package](#)

[Complete Application Package](#)

[Submit Application Package](#)

[Track Application Package Status](#)

QUICK LINKS

Access the most requested information and features.

Select A Topic

TIPS AND TOOLS

[Complete Application Package Training Demo](#)

[Convert Documents to PDF](#)

[Download PureEdge Viewer](#)

You have three options to look up potential grant applications

1. CFDA Number
2. Funding Opportunity Number
3. Funding Opportunity Competition ID

## Application Package & Instructions

Grants.gov - Download Application Package - Microsoft Internet Explorer provided by Indiana State Dept. of Health

Address: [https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)

Grants Applicants EBiz About Us Resources P.L. 106-187 Privacy FAQs Tech Library Site Map HELP

**GRANTS.GOV™**

Get Started Find Grant Opportunities Apply For Grants Customer Support

### Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

**Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here](#) to download the PureEdge Viewer if you do not have it installed already.**

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Title	Agency	Instructions & Application
93.110	HRSA-06-100	2025	National Maternal and Child Health Data Resource Center Cooperative Agreement (DMC-CAP) Program	Health Resources & Services Administration	<a href="#">download</a>
93.110	HRSA-06-078	1970	Maternal and Child Health Collaborative Office Rounds	Health Resources & Services Administration	<a href="#">download</a>
93.110	HRSA-06-090	2013	Integrated Health and Behavioral Health Care	Health Resources & Services Administration	<a href="#">download</a>

APPLY

[Download Application Package](#)

[Complete Application Package](#)

[Submit Application Package](#)

[Track Application Package Status](#)

QUICK LINKS

Access the most requested information and features.

Select A Topic

TIPS AND TOOLS

[Complete Application Package Training Demo](#)

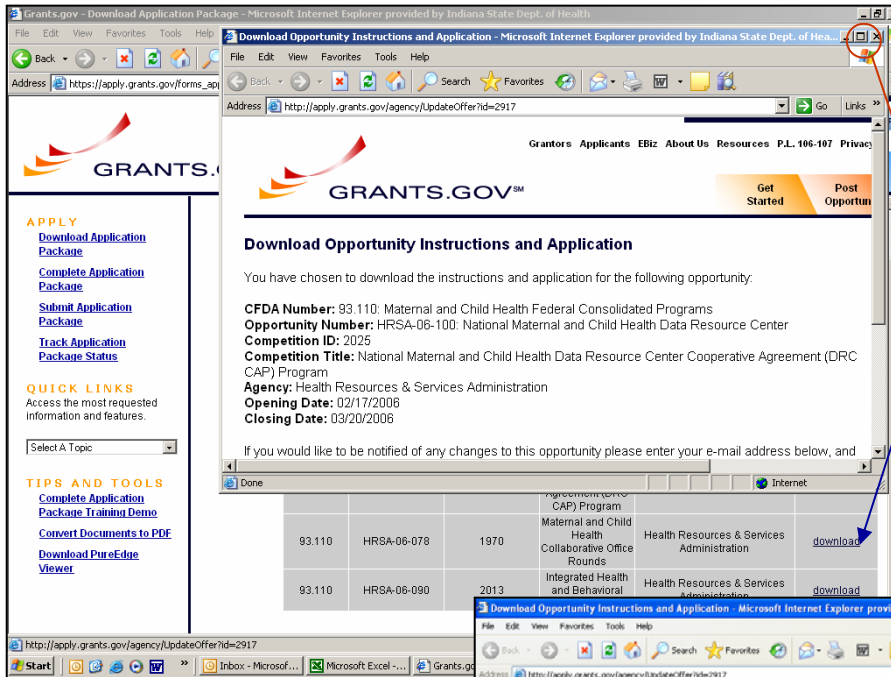
[Convert Documents to PDF](#)

[Download PureEdge Viewer](#)

Note: There may be several opportunities listed under a single CFDA Number. You will need to be cautious and ensure that you are reviewing the correct application.

The applications will appear as a pop-up making it easy to navigate between applications.

## The Application Package & Application Instructions



Once you have determined which opportunity is appropriate, click on the **download** link.

The Instructions and Application will appear in a pop up window.

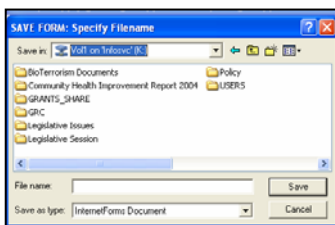
Maximize this window to see the Application Instructions and Application Package.



To Begin the Application Process:

Select **1. Download Application Instructions**– this link contains all of the specific information on eligibility, application criteria & guidelines.

Select **2. Download Application Package** - for all of the required submission forms.



Share Drive Server Location  
Vol1 on 'Infosvc' [K:]  
GRANTS\_SHARE

## Save the Application Instructions & Package

The Policy & Grants Management Division (PGMD) has established a shared space on the ISDH network. This space is solely for grant application materials. Once you have identified a potential funding opportunity, please contact the PGMD Director for rights to this shared space. The folders created on the network will facilitate better communication between the finance accountants, program managers, and the commissioner's office.

## Application Package Forms

Filing out the forms

The first step after opening the application is saving the application package to the share space.

**Grant Application Package**

Opportunity Title: National Maternal and Child Health Data Resource Center  
 Offering Agency: Health Resources & Services Administration  
 CFDA Number: 93.110  
 CFDA Description: Maternal and Child Health Federal Consolidated Program  
 Opportunity Number: HRSA-06-100  
 Competition ID: 2025  
 Opportunity Open Date: 02/17/2006  
 Opportunity Close Date: 03/20/2006  
 Agency Contact: Michael Kogan, Ph.D., Director, Office of Data and Program Dev 301/433-3145

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name: [Yellow Highlighted Box]  
 Mandatory Documents:  
 Application for Federal Assistance (SF-424)  
 Grants.gov Lobbying Form  
 Budget Narrative Attachment Form  
 Project Narrative Attachment Form  
 Budget Information for Non-Construction Programs (SF-424A)  
 HHS Checklist Form PHS-5161

Mandatory Completed Documents for Submission

**Grant Application Package**

Opportunity Title: National Maternal and Child Health Data Resource Center  
 Offering Agency: Health Resources & Services Administration  
 CFDA Number: 93.110  
 CFDA Description: Maternal and Child Health Federal Consolidated Program  
 Opportunity Number: HRSA-06-100  
 Competition ID: 2025  
 Opportunity Open Date: 02/17/2006  
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 Mandatory Documents:  
 Application for Federal Assistance (SF-424)  
 Grants.gov Lobbying Form  
 Budget Narrative Attachment Form  
 Project Narrative Attachment Form  
 Budget Information for Non-Construction Programs (SF-424A)  
 HHS Checklist Form PHS-5161

Mandatory Completed Documents for Submission

**WARNING**  
 One or more of the items in this form contains an invalid value.  
 Do you want to proceed anyway?  
 Yes No

**Do not be alarmed!**

Every time you save the application you will see this pop-up warning. This simply means you have not fully completed the application. Select yes and continue

## Application Tip

When completing the application forms navigate throughout the pages using the grey navigation boxes across the top of the application package. If you use the backward / forward internet navigation buttons information typed into the forms will not be saved.

## Filling in the Application Forms

http://apply.grants.gov/opportunities/packages/opphRSA-06-100-cfda93.110-cid2025.xfd - Microsoft Internet Explorer provided by

File Edit View Favorites Tools Help

Address http://apply.grants.gov/opportunities/packages/opphRSA-06-100-cfda93.110-cid2025.xfd

Submit Save Print Cancel Check Package for Errors

Opportunity Open Date: 02/11/2006

Opportunity Close Date: 03/20/2006

Agency Contact: Michael Kogan, Ph.D.  
Director, Office of Data and Program Dev  
301/443-3145

opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name: [Yellow Highlighted Field]

**Mandatory Documents**

Application for Federal Assistance (SF-424)  
Grants.gov Lobbying Form  
Budget Narrative Attachment Form  
Project Narrative Attachment Form  
Budget Information for Non-Construction Programs (SF-424A)  
HHS Checklist Form PHS-5161

Move Form to Submission List  
Move Form to Documents List

**Mandatory Completed Documents for Submission**

**Optional Documents**

Attachments

Move Form to Submission List  
Move Form to Documents List

**Optional Completed Documents for Submission**

Instructions

## The Accountant

The Finance Department will be responsible for completing the following forms:

- Application for Federal Assistance (SF-424)
- Grants.gov Lobbying Form
- Budget Information for Non-Construction Programs (SF-424A)
- HHS Checklist Form PHS-5161
- Assurances
- Certifications
- All other forms except the attachments

\*These were the excel forms prepared on all paper submission applications.

These forms will need to be completed by the assigned accountant and saved to the share space. The accountant will need to coordinate a final application submission time with the Director of the Policy & Grants Management Division 48 hours prior to the application due date.



## The Program Manager

The Program manager is the individual representing the program area on this application. Preferably, this person is the Primary Investigator (PI) listed within the application. In lieu of a PI it is recommended that the Program Manager for the application process be the agency Division Director.

The program manager is responsible for completing the three narrative attachment forms, application narrative, budget justification or budget narrative and the other required forms or attachments. The program manager is responsible for contact the Finance Controllers immediately after the opportunity is sought by the program. The Finance Controller should be contacted via email and the Application Instructions should be attached to the request for accountant assignment. Once an accountant is assigned to the funding opportunity the program manager is required to coordinate application processes through the accountant and ensure the accountant receives all necessary documents approximately two weeks prior to application submission date.

## How to Complete the Application Forms

1. Select the desired form.  
Clicking on the form will highlight the form in blue.

2. Click on the grey Open Form box

The screenshot shows the Grants.gov application interface. At the top, there are buttons: Submit, Save, Print, Cancel, and Check Package for Errors. Below these are fields for Opportunity Open Date (02/17/2006), Opportunity Close Date (03/20/2006), and Agency Contact (Michael Kogan, Ph.D., Director, Office of Data and Program Dev, 301/443-3145). A blue box on the right says "opportunity, download its application and then apply." Below this is a disclaimer: "This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization." The "Application Filing Name" field is highlighted in yellow. Under "Mandatory Documents", a list of forms is shown, with "Application for Federal Assistance (SF-424)" selected and highlighted in blue. To the right of this list are buttons for "Move Form to Submission List" and "Move Form to Documents List". Below the list is an "Open Form" button. To the right of the "Open Form" button are sections for "Mandatory Completed Documents for Submission" and "Optional Completed Documents for Submission", each with an "Open Form" button. At the bottom of the interface are buttons for "Close Form", "Next", "Print Page", and "About".

The form will open.

3. Complete all yellow required fields

4. Use the grey navigation boxes to move between pages and forms. If you use the internet navigation buttons you will lose your information between pages and forms.

The screenshot shows the "Application for Federal Assistance SF-424" form, Version 02. The form has a header with "OMB Number: 4040-0004" and "Expiration Date: 07/31/2006". The form is divided into several sections. The first section, "1. Type of Submission", has radio buttons for "Preapplication", "Application", and "Changed/Corrected Application". The second section, "2. Type of Application", has radio buttons for "New", "Continuation", and "Revision". The "New" radio button is selected. The "If Revision, select appropriate letter(s):" field is highlighted in yellow. Below these sections are fields for "3. Date Received", "4. Applicant Identifier", "5a. Federal Entity Identifier", and "5b. Federal Award Identifier". The "State Use Only" section includes fields for "6. Date Received by State" and "7. State Application Identifier". The "8. APPLICANT INFORMATION" section includes fields for "a. Legal Name", "b. Employer/Taxpayer Identification Number (EIN/TIN)", and "c. Organizational DUNS". The "Legal Name" field is highlighted in yellow. At the bottom of the form are buttons for "Close Form", "Next", "Print Page", and "About".

## How to Complete the Application Forms

Close Form

Version 9/03

**APPLICATION FOR FEDERAL ASSISTANCE**

2. DATE SUBMITTED: 02/20/2006

Applicant Identifier: 0610/130300

1. TYPE OF SUBMISSION:  
☐ Application  
☐ Preapplication  
☒ Construction  
☐ Non-Construction

3. DATE RECEIVED BY STATE: / /

State Application Identifier: 0610/1303000

4. DATE RECEIVED BY FEDERAL AGENCY: / /

Federal Identifier: / /

5. APPLICANT INFORMATION

**Organizational Unit:**

\* Legal Name: Indiana State Department of Health

Department: Comm. & Family Health Commiss.

\* Organizational DUNS: 824799407

Division: ICLPPP

**Address:**

\* Street1: 2 N. Meridian St.

Street2: 5J

\* City: Indianapolis County: Marion

\* State: IN \* Zip Code: 46204 \* Country: USA

Name and telephone number of person to be contacted on matters involving this application (give area code):

Prefix: Ms. \* First Name: Maria

Middle Name: C.

\* Last Name: Larson

Yellow fields will turn white once completed.

**Remember** to use the grey close form button to navigate back to the application package home page to select the next form

## Uploading Required Application Forms

### Helpful Tip:

Always save the full application package after completing each form prior to opening a second form.

1. Click on the grey **Add Mandatory Project Narrative File** icon
2. The Attach File Browser will open. Select the file from the choices listed by double clicking on the file name
3. The file will automatically upload and the window show the file name and turn white
4. To verify the correct file was uploaded click on the grey **View Mandatory Project Narrative File** icon

Address: http://apply.grants.gov/opportunities/packages/opphRSA-06-100-cfda93.110-cid2025.xfd

Close Form

Project Narrative File(s)

\* Mandatory Project Narrative File Filename: [Yellow Field]

Add Mandatory Project Narrative File Delete Mandatory Project Narrative File View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File Delete Optional Project Narrative File View Optional Project Narrative File

Attached at least one Optional Project Narrative File? ☐

ATTACH FILE: Choose the File

Look in: My Documents

File name: [Empty]

Files of type: All Files (\*.\*)

Open Cancel

Project Narrative Attachment

\* Mandat

Add Mand

Close Form

Project Narrative File(s)

Mandatory Project Narrative File Filename: ICLPPPNarrative\_OPT.pdf

Add Mandatory Project Narrative File Delete Mandatory Project Narrative File View Mandatory Project Narrative File



## Moving Completed Forms

**Submission**

GRANTS.GOV

**Grant Application Package**

Opportunity Title: Childhood Lead Poisoning Prevention Program  
 Offering Agency: Centers for Disease Control and Prevention  
 CFDA Number: 93.197  
 CFDA Description: Childhood Lead Poisoning Prevention Projects\_State and  
 Opportunity Number: CDC-RFA-EH06-602  
 Competition ID: NCEH-NR  
 Opportunity Open Date: 11/29/2005  
 Opportunity Close Date: 02/21/2006  
 Agency Contact: Technical Information Management Sect  
 E-mail: pgotim@cdc.gov  
 Phone: 770/488-2700

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name: IN State Department of Health - ICLPPP

**Mandatory Documents**

Application for Federal Assistance (SF-424)  
 Budget Information for Non-Construction Programs (SF-424A)  
 Assurances for Non-Construction Programs (SF-424B)

**Mandatory Completed Documents for Submission**

Budget Narrative Attachment Form  
 Other Attachments Form  
 Project Narrative Attachment Form  
 Disclosure of Lobbying Activities (SF-LLL)  
 HHS Checklist Form PHS-5161

**Optional Documents**

Budget Information for Construction Programs (SF-424C)  
 Assurances for Construction Programs (SF-424D)

**Optional Completed Documents for Submission**

Once forms are completed move them from the Mandatory Documents Box to the mandatory Completed Documents for Submission Box using the Move Form navigation arrows.

Completed forms can be moved from right to left as needed.

## Application Submission

Once all completed forms are moved from the Mandatory Documents Box to the Mandatory Completed Documents for Submission Box the dark grey Submit button will become light grey indicating the application is eligible for submission

**Submission**

GRANTS.GOV

**Grant Application Package**

Opportunity Title: Childhood Lead Poisoning Prevention Program  
 Offering Agency: Centers for Disease Control and Prevention  
 CFDA Number: 93.197  
 CFDA Description: Childhood Lead Poisoning Prevention Projects\_State and  
 Opportunity Number: CDC-RFA-EH06-602  
 Competition ID: NCEH-NR  
 Opportunity Open Date: 11/29/2005  
 Opportunity Close Date: 02/21/2006  
 Agency Contact: Technical Information Management Sect  
 E-mail: pgotim@cdc.gov  
 Phone: 770/488-2700

### Helpful Tip

Once the Submit button is light grey or "live" you have completed the application. To verify all forms are properly completed select the Check Packages for Errors icon.

## Final Application Submission

**Contact PGMD**  
**Once the application has been completed and checked for errors contact PGMD Director for submission (48 hours prior to due date).**

Grants.gov - Applicant Login - Microsoft Internet Explorer provided by Indiana State Dept. of Health

File Edit View Favorites Tools Help

Address: https://apply.grants.gov/DownloadControllerFormServlet

GRANTS.GOV<sup>SM</sup>

Welcome to the section of the site that is dedicated to Federal Government grant applicants.

To submit your application, please enter your Username and Password in the box below and then press the Login button.

To log out of the system, simply close your browser window from the Receipt Confirmation page.

Please enter your Username and Password to login to the Grants.gov system.

Username

Password

Login

Warning Notice!

When you click the submit button this pop-up window will appear.

Enter your used name and password in the required fields and click Login

## Electronic Certificate or Signature

After you complete the login the following window will appear. Select the grey **Sign and Submit Application** button to electronically sign the application and submit for review

CFDA Description: Childhood Lead Poisoning Prevention Projects\_State and Local Childhood Lead Poison

Opportunity Number:	CDC RFA EH06 602
Competition ID:	NCEH NR
Opportunity Open Date:	11/29/2005
Opportunity Close Date:	02/21/2006
Application Filing Name :	IN State Department of Health -ICLPPP

Do you wish to sign and submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click on the 'Sign and Submit Application' button below to complete the process. You will then see a screen prompting you to enter your user ID and password.

If you do not want to submit the application at this time, click the 'Exit Application' button. You will then be returned to the previous page where you can make changes to the required forms and documents or exit the process.

If this is not the application for the funding opportunity for which you wish to apply, you must exit this application package and then download and complete the correct application package.

Sign and Submit Application

Exit Application

## Follow Up & Verification

Once submitted, Grants.gov will send you an electronic verification noting the date and time stamp for the application along with the Grants.gov tracking number. You will also receive three follow up emails: a receipt, notice of retrieval from the grantor, and a notice of review from the grantor. Forward these emails to the assigned accountant, the program manager and the Policy & Grants Management director.



**Contact information:**

Indiana State Department of Health  
Policy & Grants Management Division Director

317-233-7646

[jehoffman@isdh.IN.gov](mailto:jehoffman@isdh.IN.gov)

Grants.gov Contact Center  
Monday – Friday, 7 AM – 9 PM ET

1-800-518-4726

[support@grants.gov](mailto:support@grants.gov)